### **QUEEN’S TEST PREPARATION CENTRE** Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Full Name | |  | | | | | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | | | | | |
| Telephone | |  | | | | | | | | | | | | | | | | | | |
| E-mail | |  | | | | | | | | | | | | | | | | | | |
| Date of Birth | | (yyyy-mm-dd) | | | | | | | | | | | | | | | | | | |
| Citizenship | |  | | | | | | | | | | | | | | | | | | |
| Status in Canada | | ☐Student☐Visitor☐Worker☐Permanent Resident☐ Citizen | | | | | | | | | | | | | | | | | | |
| Native Language | |  | | | | | | | | | | | | | | | | | | |
| Gender | | ☐Female ☐Male | | | | | | | | | | | | | | | | | | |
| Your English Level | | ☐Basic (1-3) ☐ Intermediate (4-6) ☐Advanced (7-8) | | | | | | | | | | | | | | | | | | |
| **PROGRAM INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Program | ☐CELPIP | | | | ☐IELTS | | | | | | | ☐TOEFL | | | ☐CAEL | | | | | |
| Module | ☐Reading ☐ Writing ☐ Listening ☐Speaking | | | | | | | | | | | | | | | | | | | |
| Preferred start date |  | | | | | | | | | | | | | | | | | | | |
| Preferred days & time (individual classes) | ☐Mon ☐Tue☐Wed ☐Thu ☐ Fri ☐ Sat ☐Sun  ☐ Morning ☐ Afternoon ☐ Evening | | | | | | | | | | | | | | | | | | | |
| **GROUP CLASSES** | **Intensive/Regular** | | | | **Fast Track Weekends** | | | | | | | **Express Nights** | | | **Other** | | | | | |
| 1 module | ☐ | | | | ☐ | | | | | | | ☐ | | | ☐ | | | | | |
| 2 modules | ☐ | | | | ☐ | | | | | | | ☐ | | | ☐ | | | | | |
| 3 modules | ☐ | | | | ☐ | | | | | | | ☐ | | | ☐ | | | | | |
| 4 modules | ☐ | | | | ☐ | | | | | | | ☐ | | | ☐ | | | | | |
| **INDIVIDUAL CLASSES** | ☐ **15 hrs** | | ☐ **24 hrs** | | | | | | ☐ **32hrs** | | | | | ☐ **45hrs** | | | | ☐ **Other** | | |
|  |  | |  | | | | | |  | | | | |  | | | |  | | |
| **PAYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | |
| Total Amount | **$** | | | | | | | | | | | | | | | | | | | |
| Method of payment | ☐Visa | | | | ☐Master Card | | | | | | | | ☐Debit | | | ☐Cash | | | | |
| v.1-17/09/2015 | ☐Money Order/ Cheque (Payable to: Queen's Collegiate) | | | | | | | | | | | | | | | | | | | |
| Credit Card | Name as appears on the card: | | | | | |  | | | | | | | | | | | | | |
|  | Credit card number: | | |  | | | | | | | | | | | | | | | | |
|  | Expiry date: (mm-yy) | | |  | |  | - |  | |  | CVV Code: | | | | | |  | |  |  | |
| Wire Transfer | ☐ | | | | | | | | | | | | | | | | | | | |
| Beneficiary Address:Queen’s Collegiate, 200 Ronson Drive, ON M9W 5Z9, Canada Beneficiary Bank: TD Canada Trust  Bank Address: 100 City Centre Drive, Mississauga, ON L5B2C9, Canada  Trust Account #: 5258064  Branch Transit #: 00932  Institution #: 004  Swift Code#: TDOMCATTTOR | | | | | | | | | | | | | | | | | | | | |

**Queen’s Test Preparation Policies**

### Program Registration Documents

* Application Form
* Copy of a valid passport
* Proof of English proficiency level (results of the Diagnostic Test OR any official English proficiency test), if any
* Proof of payment

### English Level Eligibility

It is students’ responsibility to ensure that they have a proper level to benefit from **group** classes. This requirement does not apply to **individual** classes tailored to specific student needs.

### Materials& Handling Fees

* **CELPIP** materials (workbook) is mandatory for full-time group classes and must be purchased at the time of the registration.
* Handling fees are included in the cost of individual classes and a fast track program.
* All other students will pay handling fees or buy materials suggested by the instructor on the first day of the program.

### Accommodations

Queen's Collegiate is not arranging accommodations for short-term students. You can contact the neighbouring hotels, Hampton Inn, or Best Western, to reserve a room. If you need assistance, $100 accommodation fees will apply.

### Registration for the Test

Registration for the official English proficiency test is a sole responsibility of the student. If you need assistance in registering you for the test, administration fee will apply ($75 to register at Queen’s Collegiate Testing Centre or $100 for the registration at another testing centre).

### Setting up Classes

* Minimum enrolment required to start **group** classes is two (2) students.
* The duration of each online class is minimum 1.0 hour, and in-class – minimum 2.5 hrs.
* For individual classes, other arrangements are possible.

### Cancellations or Rescheduling

* Queen's Collegiate reserves the right to extend or postpone the registration-end date or to cancel **group** session. In the event of cancellation due to low enrolment, registered students can agree to switch to **individual** classes, shorter in duration, for the same amount paid, no official materials are included.
* A 24- hour notice is required to cancel or reschedule the **individual** class.
* No make-up classes for no-show.

### Refund Policy

###### Early Withdrawals

Students who wish to withdraw from the program prior to a session start date will receive a full refund, minus 5% administration fee.

###### No Refund

* After one day of classes
* For inadequate English level
* For missed classes

***By signing below, I agree to the terms and conditions specified above***

Signature \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

v.1-17/09/2015

v.1-17/09/2015

15/9/2016